

ANNUAL REPORT
OF THE
EDITORIAL COMMITTEE
1918

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*To the Advisory Committee of Council
on Governmental Publications.*

GENTLEMEN,—The Editorial Committee has the honour to submit the report of its labours for the past year.

In its efforts to carry out the wishes of Parliament the committee has striven steadily to attain three objects: (1) the elimination from departmental reports of references to old subjects which have been dealt with in previous reports year after year; (2) the reduction in the size of editions to prevent waste by the undue consumption of printing paper; and (3) the substitution of cheaper qualities of paper in the printing of publications which may be regarded as only of a temporary character.

It will be recalled that in its first report the committee mentioned the fact that when it commenced its labours it found that many manuscripts for the year ending March 31, 1917, were well advanced in printing, several being already off the press. The committee could, therefore, only deal with those which reached the Printing Bureau after it commenced its duties. Even as it was last year's report indicated that good progress had been made.

This year the committee has had a fair field and substantial results were achieved.

The method of procedure adopted is as follows: Whenever a printing requisition, with accompanying manuscript, is received, it is immediately submitted to the chairman of the committee, who carefully examines it and makes notes of anything which in his judgment should be removed. In this work acknowledgment is made of the able assistance of the two "copy" editors at the Bureau, Messrs. Shipman and Ami, both of whom are members of the original staff. Should excisions from a manuscript be deemed essential, the question is referred to the committee as a whole for approval. The deputy minister of the department affected is then communicated with personally or in writing, and an agreement is usually arrived at without having to refer the matter to the sub-committee of Council.

ECONOMIES EFFECTED.

Since the committee commenced its labours in October, 1917, not less than half a million dollars have been saved in governmental printing. This applies to every branch of the work, paper, presswork, binding, etc. A comparison of the departmental reports for 1917 and 1918 with those of 1916 strikingly evidences what the committee has accomplished, with the co-operation of the departments. To put the matter in concrete form, it may be mentioned that the sessional volumes this year will not exceed twelve in number, as compared with thirty-two in former years. Moreover, the number of bound sets has been reduced from 750 to 200, or a total of 11,000 bound volumes per annum. The reduction in the printing of paper-covered volumes will approximate 100,000 copies and 10,000 pages. The following is a partial list of the economies effected by the Editorial Committee since the submission of last year's report:—

Agriculture: Manuscript of bulletin on "Pigeons" withdrawn; manuscript of bulletin on "Rabbits" reduced; Report of Veterinary Director General reduced; Report of Department reduced; illustrations deleted from "Poultry Feeds" bulletin.

Board of Railway Commissioners: Report of Board reduced.

Canada Food Board: Report on "Canada's Trade Opportunity" withdrawn; substitution of "newsprint" for ordinary paper (D.R.) in "Canada Food Bulletin."

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House of Commons: Reduction in edition of Statutes; reduction in edition of Journals; Revised Debates in sheet form (H. of C.) suspended.

Inland Revenue: Substantial reductions made in reports of Excise, Weights and Measures, and Adulteration of Food, and corresponding reduction in size of editions.

Indian Affairs: Report of Department reduced.

Interior: Half-tones for Geodetic Survey Report reduced from 45 to 25; department, upon representation of committee, to print only "selective list" of Orders in Council; "Statistics of the Dominion of Canada" withdrawn; manuscript of Topographical Surveys report reduced.

Justice: Inspector of Penitentiaries report reduced.

Labour: "Consolidated Labour Legislation of Canada" type size reduced.

Marine: Reduction made in manuscript of annual report; "Schedule of Light-keepers' Salaries" withdrawn; "Examination Papers for position of Second Mate"—photostated instead of printing.

Militia and Defence: Manuscript of report "Military Estates' Directorate" withdrawn; discontinuance of printing of Militia "General Orders" one side only; eliminated from ad. of Militia Dept., to appear in every daily newspaper in Canada, note regarding non-payment for unauthorized publication; substitution of "Kraft" for "cloth-lined" envelopes; "Annual Cadet Corps List" withdrawn.

Mines: Report of Mines Branch reduced in size, and edition reduced by 2,000 copies; Results of Steaming Tests reduced 20 per cent.

Naval Service: Report on "Fish Culture" reduced; "List of Forms" withdrawn; "Naval Orders" printed on both sides of sheet; Report of the Biological Board cancelled; requisitions for specifications for Tools, Smiths' Work, and Ironmongery withdrawn; "Instructions regarding Discharge, Treatment, etc., of Invalided Sailors" withdrawn; reduction in manuscript of annual report of Fisheries Branch, and size of edition.

Post Office: Post Office forms—saving in paper.

Public Information Bureau: "Catalogue of Departmental Libraries" withdrawn; "Official Record"—newsprint substituted, weekly.

Public Printing and Stationery: "Canada Gazette"—Statistical Tables, Orders in Council, and Bank Statement to appear once a month, instead of weekly; "Canada Gazette"—"Notices to Mariners" dropped; "Printing No. 1" and "No. 1 S.C Book," paper reduced 10 pounds in weight per ream.

Public Works: Cloth case for filing covers cancelled; ornamental lithographed border removed at request of committee; Report of Georgian Bay Canal Commission reduced in size, as well as edition; substitution of "Kraft" for "Cloth-lined" envelopes.

Parliament generally: French Sessionals reduced from 150 to 75 sets; English sessionals reduced from 350 to 200.

Railways and Canals: "Railway Statistics" reduced in size; "Express Statistics" and "Telegraph Statistics" withdrawn.

Secretary of State: "Proclamations, Orders in Council, for Magistrates" withdrawn.

Senate: Mailing list of Senate Official Debates further reduced; Senate Debates in future to be bound in "Full Cloth" instead of "Quarter Leather"; Unrevised French Debates of Senate suspended day after Parliament prorogued.

Soldiers' Civil Re-establishment: Report of the Department reduced; Report on "War on Tuberculosis" reduced.

Trade and Commerce: Report on "Criminal Statistics" reduced; three annual reports cancelled; "Patent Office Record"—weekly instead of monthly; great reduction in contents.

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REDUCTION OF EDITIONS.

Dealing with the second point mentioned at the outset, the reductions in the number of copies printed is shown by the following comparative statement:—

(NOTE.—Where no figures appear in the third columns [1918] the printing has not advanced to the stage where the information is available. The letters E and F appearing immediately after the name of the report indicate English and French, respectively.)

COMPARATIVE STATEMENT showing number of copies printed and pages contained in annual reports for the years 1916, 1917, and 1918.

		1916.		1917.		1918.	
		Pages.	Copies.	Pages.	Copies.	Pages.	Copies.
Agriculture—Minister's Report...	E	120	3,735	134	3,735	96	5,935
	F	138	740	138	615	1,940
Agricultural Instruction Act.....	E	136	8,760	88	5,485	60	6,315
	F	148	1,605	90	1,590	1,335
Auditor General.....	E	2,734	5,200	2,595	4,035	2,665	2,485
Bilingual in 1917-18.....	F	2,734	855				
Experimental Farms.....	E	1,570	22,735	148	17,810	136	11,235
	F	1,648	6,590	160	3,510	3,290
External Affairs.....	E	40	2,935	16	1,685	16	1,515
	F	40	615	16	365	260
Customs.....	E	772	3,735	1,296	1,710	1,272	1,390
	F	772	665	1,296	640	Progress.	360
" Shipping.....	E	120	3,735	100	1,265
	F	120	465	Progress.	235
Canadian Biology.....	E	382	1,485	Can- celled.
	F		
Fisheries.....	E	500	3,990	484	3,885	44	2,265
	F	506	845	500	830	Progress.	465
Inland Revenue.....	E	236	3,235	240	3,485	76	1,515
	F	236	840	240	840	78	265
" Weights and Meas- ures.....	E	76	3,615	72	3,485	38	1,515
	F	80	840	80	840	38	265
" Adulteration of food.....	E	604	3,235	92	3,235	90	1,515
	F	620	840	94	840	104	265
Insurance—Vol. I.....	E	782	10,660	790	7,235	Progress.	7,335
	F	786	1,485	1,365
" —Vol. II.....	E	795	9,360	824	6,835
	F	800	1,285	1,165
" —Abstract.....	E	248	14,315	284	14,485	Progress.	9,315
	F	250	590	296	590	365
Agriculture—Veterinary Director General.....	E	36	21,735	24	8,315
	F	40	3,610	40	1,840
Interior.....	E	592	3,735	476	2,735	154	1,935
	F	625	1,090	496	440
Indian Affairs.....	E	478	3,400	128	2,499	106	1,885
	F	490	616	130	626	108	415
Justice.....	E	28	1,665	32	1,665	24	1,340
	F	30	640	32	310	24	340
*Labour.....	E	122	3,735	40	1,785	Progress	1,620
	F	128	1,090	44	615		
*Labour Disputes.....	E	204	4,365	112	1,765	315
	F	222	1,090	116	560
Marine.....	E	288	3,475	272	2,385	116	1,815
	F	304	840	288	840	460
" List of Vessels.....	E & F	246	4,060	250	2,165	Progress.	1,690
" Steamboat Inspection.....	E & F	160	4,060	160	2,595	Progress.	1,790
Militia Council.....	E	36	3,210	40	2,740	Progress.	2,315
	F	36	780	40	565	40	560
Mines—Geological Survey.....	E	154	3,705	Progress.	3,000
	F	200	1,590	290
" Mines Branch.....	E	1,590
	F
Interior—Geographic Board.....	E	112	1,935
	F	640

* Published as one Report in 1918.

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COMPARATIVE STATEMENT showing number of copies printed and pages contained in annual reports for the years 1916, 1917, and 1918—*Concluded.*

			1916.		1917.		1918.	
			Pages.	Copies.	Pages.	Copies.	Pages.	Copies.
Naval Service.....	E		104	3,485	136	3,385	45	1,770
	F		110	840	144	840	48	565
Northwest Mounted Police.....	E		384	3,410	28	1,935	Progress	1,620
	F		416	880	28	690	390
Postmaster General.....	E		552	3,285	536	2,385	102	2,301
	F		552	690	536	690	104	425
Public Works	E		812	2,985	200	1,835	184	1,515
	F		874	665	218	740	184	460
Railways and Canals	E		448	3,935	104	1,930	72	1,615
	F		456	840	108	600	Progress.	295
Secretary of State	E		232	3,160	192	1,435	170	1,420
	F		232	645	192	415	178	410
" Civil Service List	E & F		556	5,685	570	3,385	690	3,325
" Civil Service Commission.	E		176	4,410	132	1,710	182	2,610
	F		160	1,085	132	530	680
" Public Printing and Stationery	E		64	3,010	68	1,110	114	1,110
	F		64	590	68	450	465
Trade and Commerce, Pt. I.....	E		1,002	4,385	1,076	2,935	} Not printed after 1917.	
	F		1,024	840		
" Pt. II	E		209	4,535	136	1,510		
	F		200	840	136	315		
" Pt. III....	E		320	3,735	146	2,115		
	F		640	315		
" Pt. IV....	E		48	2,465		
	F		640	2,020
Railway Commission.....	E		464	3,935	108	1,315	865
	F		492	1,090	112	460	1,715
Public Accounts.....	E		272	3,510	256	2,625	244	260
	F		276	630	260	640	244	3,110
Estimates	E		96	3,910	104	110	530
	F		96	680	104	680	110	

Reduction in the size of editions is a matter calling for the exercise of great care. Before the "jacket" for the printing of any report is made out a conference is held by the editors of "copy" and the chief requisition clerk with the Chairman of the Editorial Committee. The latter calls for a return from the Distribution office of the stock on hand of the previous year's report. Every avenue of legitimate demand is canvassed, and the quantity to be printed is then agreed upon. So carefully is the estimate made that it may be said without egotism that in not a single instance during the past fifteen months has there been a miscalculation, although thousands of volumes have been cut off.

Now that the war is practically over some departments are endeavouring to increase the manuscripts of their reports by introducing subjects which have little or no bearing upon the year's operations. The utmost vigilance will be required to prevent a return to the old conditions. The difficulty seems to be that some officials fail to realize that printing costs money, and it is only when the Editorial Committee has called attention to prospective waste that a revision of the manuscripts has been secured and saving thus effected.

PAMPHLETS, BULLETINS, ETC.

The committee also carefully canvasses the call for the printing of pamphlets, bulletins, etc. Where any doubt exists the official interested is asked for a memorandum of his proposed method of distribution. Repeatedly departments have requisitioned for 50,000 copies of a pamphlet where experience has shown that 5,000 would be ample. In cases of doubt the committee has ordered the type to be kept standing for a short time so as to avoid resetting.

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On the other hand, the attention of some departments has had to be drawn to laxity in calculating accurately the quantity of copies required of a publication for departmental use. This has been obvious when a second requisition for printing certain departmental regulations reached the Bureau within six months after the first requisition had been filled. A more recent case was a repeat order within one month after the original printing, and after the type had been thrown into the melting pot.

FURTHER REDUCTIONS IN EDITIONS.

Last year's report detailed the work accomplished by the committee in five months in cutting down the copies of reports printed. Experience has shown that further reductions can safely be made without detriment to the public interest, and action has been taken to that end, as the comparative statement already quoted evidences. For instance, the Auditor General's report (4 vols.) which a year ago was cut down by 1,200 sets, resulted in a saving in paper alone of 6 tons of "double royal printing," worth approximately \$1,200, can stand a further reduction of 1,500 sets, or $7\frac{1}{2}$ tons additional of paper saved, approximate value, \$1,500. On this paper item alone this means a saving of \$2,700, but when to that is added press-work, and binding, the economy thus brought about is not less than \$4,000. Last year, upon the committee's recommendation, Parliament consented to the bi-lingualizing of this report, a saving of \$25,000 per annum, so that the committee's efforts in this particular matter have saved the country nearly \$30,000 per annum. The committee is of the opinion that greater economy can be secured by reducing the number of sets of this particular report, and printing instead the Auditor's analyses of expenditures of the big spending departments as "separates." Parliamentarians, the public departments, and a few libraries naturally desire the complete report of the Audit Department, but the commercial community, those who have products for sale to the Government, as a rule only require the details of purchases made by the department in which they are interested. Thus, for instance, the man handling railway supplies will desire to see what the Department of Railways and Canals has been purchasing, from whom, and the prices paid; paper makers, stationers, etc., what the Department of Public Printing and Stationery has paid to the different firms with which it has done business; manufacturers of postal supplies, what the Post Office Department has purchased; manufacturers of military supplies, what the Department of Militia has expended, and so on.

In offering this suggestion the committee has not the least desire to withhold public information from those who desire it in the form of the complete report, in four volumes. Its sole object is to prevent waste in printing. The committee has not yet succeeded in convincing the Auditor General as to its views, but ventures to express the hope that before another year has passed the reform will have become effective.

For years the first departmental report issued has been that of the former Department of Inland Revenue, the annual edition being 3,485 copies. This was one of the manuscripts which the committee could not control for last session. Investigation shows that for many years there had been an annual overprinting of from 1,500 to 2,000 copies of this report, all of which, save 100 copies for stock, had regularly gone to the junk dealer. The edition this year has been reduced to 1,515 copies, and still there is an ample margin to meet all possible demands.

Instances of a like nature could be mentioned time and again. Among the reports for 1917 which have recently gone into the discard, due to overprinting before the committee was appointed, may be mentioned the following:—

Experimental Farms (English)	1,350 copies.
Life Insurance, 1916 (French)	350 "
Indian Affairs, 1917 (English)	425 "
Fisheries, 1917 (English)	1,616 "
Public Works, 1917 (English)	357 "
Naval Service, 1917 (English)	1,440 "

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The committee is of the opinion that since Confederation thousands of tons of printing paper, worth hundreds of thousands of dollars, have been thrown away in the manner indicated. The importance of frequent revisions of departmental mailing lists cannot be emphasized too strongly. Your committee has tested them in a few cases. Those examined were found to contain a great amount of "dead wood" and representations were promptly made to get rid of it. One batch of 50 names on the list to receive the report of the Railway Board turned out to be pupils of one of the Hebrew schools in Montreal. The attention of Parliament is drawn to the "notification card" system in use in one or two branches at Ottawa, and respectfully commends its more general adoption. Where an individual whose name is on the mailing list fails to forward the return portion of the card to the Distribution Office or branch making the inquiry, the name should be dropped.

CHEAPER GRADES OF PAPER.

The third principle which the committee has striven to carry out has been the substitution of cheaper grades of paper for publications which are not likely to be kept. Paper stock has increased enormously in price during the war period. For instance, the ordinary report paper which in pre-war days cost about 4 cents per pound, has for many months shaded a fraction under 10 cents a pound. In instituting this reform the committee desires to acknowledge the encouragement it has received from Ministers of the Crown and from the members of the Joint Committee on the Printing of Parliament. "Newsprint" paper, with the consent of Mr. H. B. Thomson, Food Controller, was first used for the "Canada Food Bulletin," now defunct, a saving in each edition on paper stock alone of \$125. It has been substituted for "double royal printing" in the "Official Record," a weekly saving of \$75. It has been made applicable to the "Press slips" of the Public Information Bureau, Bulletin of Sea Fisheries Statistics of the Department of the Naval Service, Bulletins of the Chief Analyst, Department of Trade and Commerce, Bulletins of the Markets and Fruit Branches, Department of Agriculture, and several other publications.

With the consent of a majority of the members of the Printing Committee of Parliament it is proposed to go a step further and print the daily routine papers of both Houses on "newsprint" paper, until such time as the price of "double royal printing" gets down to normal. This will apply to the daily unrevised edition of the Official Debates of the Senate and Houses of Commons, Minutes of the Senate, Votes and Proceedings and Orders of the Day of the Commons, and to the bills of both Houses. Volumes of a permanent character, such as the revised Official Debates and Journals will, however, not be affected. To show the saving to the country it may be mentioned that had this plan been in operation last session the saving in the printing of the Commons Debates alone would have been about \$2,300.

INDEX TO OFFICIAL DEBATES.

While dealing with the subject of the Official Debates your Committee desires to call the attention of Parliament to the suggestion made by the King's Printer two years ago that each volume of the Official Debates of the Commons carry its own index. The present practice is to insert in each volume of Hansard a complete index of the session. The consequence is that it is impossible for the Bureau to proceed with the binding of any part of Hansard until the index is fully completed. In practice it takes from two to six months after the session to complete the index, and no member of Parliament can receive any part of the Debates until all the volumes are completed. If the Debates Committee were to authorize the preparation of an index for each volume, the King's Printer could then proceed with the binding of each successive volume of Hansard as soon as 1,000 pages (approximate contents of a volume) are completed. The general index of the session would be compiled from the separate indexes in each volume.

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The chief advantage of this arrangement would be that instead of the Official Debates being from four to six months delayed after prorogation, they would be completed as the session proceeds. The general index would be bound with the last volume only.

PRINTING APPROPRIATIONS.

Since Confederation the cost of printing departmental reports has been paid for by Parliament, and in addition, there has existed a standing rule (Order in Council 16th January, 1893) that a department shall receive 500 free copies of such reports to dispose of as it sees fit. Were larger quantities required then they had to be paid for out of the departmental vote, the price charged being the cost of press-work, paper, and binding. In cases, however, where a special Order in Council is passed increasing the quantity for free distribution, Parliament has been paying the bills.

The following departments have been receiving 500 free copies under the Order in Council of the 16th January, 1893:—

Civil Service Commission:

Civil Service List.
Annual Report.

Customs:

Trade of Canada.
Shipping Report.

Finance:

Public Accounts.

Interior:

Annual Report.
Topographical Surveys.

Justice:

Penitentiaries.

Labour:

Annual Report.
Registrar of Conciliation

Marine:

Steamboat Inspection.
List of Vessels.
Annual Report.

Militia:

Militia Council.

Post Office:

Postmaster General.

Public Printing and Stationery:

Annual Report.

Public Works:

Annual Report.

Mounted Police:

Annual Report.

External Affairs:

Annual Report.

Secretary of State:

Annual Report.

Special Orders in Council have been passed increasing the number of free copies to departments, and paid for by Parliament, as follows:—

Report.	Order in Council Amending.	Copies.
Agriculture ...	Dec. 14, 1901.....	1,000
Experimental Farms.....	Sept. 24, 1913	10,000
Auditor General.....	Nov. 27, 1896.....	2,000
Inland Revenue — Excise.....	Feb. 16, 1914.	700
" Weights and Measures.....	" 	700
" Adulteration of Food.....	" 	700
Railways and Canals.....	Dec. 23, 1913.....	1,200
Railway Commission.....	Feb. 6, 1917.....	1,200
Trade and Commerce — Statistical Report..	Nov. 9, 1912	1,450

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Other departments have added to their number of copies for departmental distribution and are paying for them out of their own appropriations, as follows:—

Report.	Number of Copies.
Agricultural Instruction Act..	4,500
Census of Industry:	
Agriculture..	4,500
Dairying..	2,500
Fisheries..	1,000
Pulp and Paper..	700
Forestry..	700
Insurance..	7,400
Insurance abstract	12,500
Indian Affairs..	200
Immigration and Colonization..	1,000
Mines..	2,500
Mines (Geological Survey)	2,500
Naval Service..	250
Fisheries..	250

The prevailing system is a pernicious one. It is a direct incentive to carelessness in requisitioning, which means waste of public money, even in the case of departments which have been accepting 500 free copies annually. Inquiry by your committee developed the curious fact that during all these years some departments did not know what to do with them, and therefore they hit upon the expedient of sending a dozen or so to each of the other departments. Where any were sent away it was shown by a comparison of the departmental mailing list with that of Parliament that one was almost an exact duplicate of the other, and demonstrating that there was something radically wrong with the system. The aim of your committee has been to induce departments to revise their lists and to cut down their requisitions for free copies from Parliament to actual needs, and permitting the general distribution to be carried out under the rules laid down by the Joint Committee on Printing.

The Editorial Committee has reached the conclusion after mature deliberation that with a view to economy the time has arrived for a radical change in policy, and respectfully submits this recommendation to Parliament: that the two Houses simply make an appropriation to cover the actual printing needs of Parliament, Official Debates, Minutes, Votes and Proceedings, Orders of the Day, Journals, Bills, etc., and that each public department be required to prepare its estimate of printing expenditure covering all the services of the department, reports, bulletins, circulars, memoranda, memoirs, or whatever they may be called. Whatever copies of reports Parliament might require for general distribution would be furnished at cost by the department up to a certain limit. In other words, this system would be practically a complete reversion of the existing order of things. If each department were placed in the position that it would have to show cause to Parliament annually for its printing expenditures, the tendency would be towards the strictest economy. There would be less fattening out of reports to make a big showing, and in addition, deputy ministers and heads of branches would hesitate before ordering for printing some of the publications which have seen the light in the past on the mistaken assumption that printing costs nothing.

SCIENTIFIC PUBLICATIONS.

One of the problems with which the committee has had to deal has been the publication of manuscripts of a scientific character. It was felt that some of these,

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while interesting from a strictly scientific point of view, were not of direct economic value, and the question of their publication might well be left until the present abnormal conditions pass away.

STANDARDIZING STATIONERY SUPPLIES.

Although the committee was not specially charged by the Order in Council of appointment with the standardization of government stationery and office supplies, yet as the question is so closely allied to that of printing, its opinion has frequently been asked. Several of its recommendations in this connection have received the approval of the Government. It was, therefore, not surprising that the request should come from Sir George Foster, chairman of the Advisory Committee, for a detailed report upon the subject. The Editorial Committee thereupon called into conference some of the best men in the public service who handle the stationery requisitions, and with the hearty co-operation of the Superintendent of Stationery, evolved a series of "suggestions" which it believes, if adopted and faithfully carried out, would effect a great saving. For the information of Parliament the memorandum, now before Council, is appended:—

OTTAWA, December, 1918.

To the Employees of the
Public Service of Canada:

Although peace is in sight, and the enormous expenditure of Canada consequent upon the war will, it is hoped, be materially reduced, the necessity for the most rigid economy in every branch of the public service will still exist. Executive departments, and all officials, clerks, and employees at Ottawa and outside points, are therefore requested to exercise the greatest possible economy in printed matter and the use of stationery. It is estimated that every pound of paper saved means anywhere from one to five pounds of coal conserved; at the same time it implies the saving of some four to ten pounds of transportation.

With the object of securing economy, certain regulations drawn up by the Editorial Committee, approved by Order in Council, have been promulgated from time to time. It has now been deemed advisable to codify and amplify these regulations for the guidance of all employees. Deputy ministers and heads of branches are requested to give effect to them immediately.

1. *Blank-book*.—Bindery ruling and faint lining will be allowed. The King's Printer will determine the quality of the paper and binding. Expensive binding is forbidden.

2. *Carbon Copies for Departmental Files*.—The King's Printer will cause this matter to be investigated in conference with the stationery clerks of the public departments, and a standard paper decided upon for general departmental use. The paper should be comparatively cheap and yet should be sufficiently strong as not to tear off files easily, or disintegrate with age.

3. *Carbon Papers*.—Only British-made typewriting and carbon papers will be permitted.

4. *Canvassers for Office Supplies*.—Canvassing in the public departments by travellers and agents of stationery and other firms is strictly forbidden. This order will not apply to individuals bearing written credentials from the Superintendent of Stationery.

5. *Circulars, Pamphlets, Reports*.—(a) "Copy" for reports should be carefully prepared and edited, so that corrections on proofs may be reduced to a minimum. Editing on proofs is a costly procedure; so-called authors' corrections in the past

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have cost the country thousands of dollars annually. Printing means money; every item in connection therewith, including the time occupied in making corrections, is chargeable to the department sending in the manuscript. There are certain rules which should be followed, and these should be ascertained before the preparation of "copy" is begun. Carelessness in spelling and punctuation, and the too frequent use of capitals, should be avoided. In preparing "copy" do not put in periods at the ends of lines in cover pages, title pages, running heads, headings, sub-headings, box headings, in legends under plates, or in name directories. In "copy" for forms, letterheads, envelopes, etc., periods are not required at the ends of display lines. The rule is to use periods only where necessary to make the meaning clear. Use manilla writing paper (similar to telegraph blanks) in preparing "copy" for pamphlets and reports.

(b) For printed circulars and pamphlets of an ephemeral nature, not containing half-tones, good quality newsprint, known as "No. 1," will hereafter be used. For matter sufficiently worthy of preservation, not containing half-tones, "machine-finish book" paper; for matter containing half-tones, "supercalendered," and known generally as "Northern Mills." In very exceptional cases, where the nature of the half-tones demands it, "coated book." Circulars and pamphlets of a few pages only will be printed without covers. Expensive cover stocks are not allowed except for occasional pretentious publications.

(c) Illustrations must be sparingly inserted, and then only when they have a direct bearing upon the text.

(d) The manuscripts of all reports and pamphlets, together with intended illustrations, are first submitted to the Editorial Committee, who will promptly offer suggestions for changes, if such be necessary. In the event of disagreement the points in dispute will be adjudicated upon by the Advisory Committee of the Privy Council.

(e) No edition or part of an edition should be ordered bound in full cloth, half leather, or full leather without valid reason. The cost of binding material such as cloth, leather, etc., has increased enormously.

6. *Envelopes:* (a) Use No. 11 manilla, size 4 x 9, for general purposes. Make as much use as possible of the No. 8½ envelope, size 3½ x 6½, for enclosing 8 x 10 sheets, or smaller.

(b) Use a 7½ x 10½ manilla for enclosing a number of sheets together and which are too bulky to be enclosed in a No. 11 envelope. Sheets, size 8 x 13, folded once in the centre, fit nicely into this envelope. For a larger number of sheets together, too bulky to fit a 7½ x 10½ envelope, use a Kraft envelope, size 9½ x 15.

(c) The four sizes mentioned in paragraphs (a) and (b) of this section are considered all that are necessary for the general run of enclosures.

(d) For special purposes—and these purposes should be mentioned in requisitions—No. 12 envelopes, size 4½ x 10½, and No. 14, size 5 x 11½, will be supplied.

(e) No special-size envelopes will be allowed, unless approved by the Editorial Committee. The reason for requesting them must appear upon the requisition. Requisitions for cloth-lined envelopes, except in special and stated cases, will not be honoured by the King's Printer.

(f) The 9½ x 15 envelopes are not to be printed. Each branch is to provide itself with a gummed label giving at the top the name of the branch and having a place below for the address. When matter has been enclosed seal down the flap by means of the addressed label. The recipient cuts through the label, preserves the envelope, and uses it again by sealing the flap with his own label. In this way an envelope can be used several times before it has to be destroyed.

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(g) The large envelopes, size $9\frac{1}{2} \times 15$, will be delivered wrapped in parcels of 250, not boxed. This will effect a considerable saving and, moreover, experience has proven that containers for envelopes of this size go to pieces easily, causing loss by spoilage, and making for inconvenience in handling.

(h) The use of envelopes in mailing small bulletins, etc., should be eliminated wherever possible, substituting in lieu thereof franked wrappers or franks imprinted on the bulletin.

7. *Forms*: (a) "Copy" of forms should be carefully prepared so that corrections on the proofs may be kept to a minimum.

(b) All forms should be confined to sizes 8×13 , 8×10 , $8 \times 6\frac{1}{2}$, except the few which cannot be confined to particular limits.

(c) Questions of ruling and faint lining, whether by machine or from type forms, will be determined by the King's Printer.

(d) Paper stock for forms will be of No. 3 Bond, except in special cases.

8. *Letterheads and Memo. Blanks*: (a) Letterheads are to be made in three sizes: full size, 8×13 ; intermediate size, 8×10 ; smallest size, $8 \times 6\frac{1}{2}$.

(b) Use No. 16 substance weight (17×22 —16 pounds to 500 sheets) as the maximum weight for all correspondence. At the Government Stationery Office, No. 2 Ledger is stocked in bulk in the 20-pound weight for folio and 24-pound for double cap. Folio should be carried in the 16-pound weight and double cap in the 20-pound, when the present stock is exhausted.

(c) Except for headings for ministers and deputy ministers the paper stock for letterheads is to be No. 2 Ledger, white.

(d) Die-stamped crested paper, with matching envelopes, is allowed only to ministers and deputy ministers. All other letterheads are to be printed letter-press from type.

(e) Paper of note-size will not be issued to any official below the rank of deputy minister.

9. *Loose-leaf supplies*.—Bindery ruling and faint lining: Care should be taken that "copy" furnished plainly shows the ruling desired. The paper is generally ruled first before proofs of the type are sent out, and once done cannot be altered.

10. *Mail list*.—Where mail lists are in use they should be revised at least every six months to take care of changes and cancellations. It is suggested that a circular or return notification card be used, and that in the event of a reply not being received the name be struck off the list.

11. *Press copying*.—Public departments are urged to discontinue as soon as possible the system of "press copying", and substitute a second carbon copy, which may be typed on coloured stock. The proper clerk can place one carbon copy on file, while the second carbon copy, which can be specially punched for the purpose, may be placed in a filing case for binding into one volume when 1,000 copies have accumulated. These second carbon copies should be handed over to the person assigned the duty of numbering them each day with a consecutive numbering stamp. This system gives the equivalent of a "press copy" without loss of any time otherwise necessary in copying communications, and with the additional advantage of absolute clearness.

12. *Quantities*.—When storage facilities permit, order one year's supply of all standard forms, blank books, loose-leaf outfits, letter-heads, envelopes, etc. The unit cost is less for, say, one lot of 100,000 forms than for four, three, or two lots aggregating 100,000.

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13. *Scratch pads*.—All obsolete forms should be returned to the Printing Bureau to be made into pads.

14. *Typewriting*.—(a) In the upper left-hand corner of the sheet upon which the communication is to be written, or below the space where the official signature will appear, the name of the writer should be typed, together with his official designation. The recipient will then be absolutely certain as to the signature.

(b) Use manilla writing paper (similar to telegraph blanks) for ordinary inter-departmental communications, memos., etc.

(c) Single space all typewritten letters (except brief communications), with double space between paragraphs.

(d) Number consecutively all paragraphs in business correspondence. This will secure a very material reduction in the number of lines required when the writer has occasion to refer to previous communications. Typists must judge from the length of the dictation the size of the sheet upon which a letter or communication is to be written. Spoiled sheets should not be destroyed, but, when possible, used for communications between officers of the same department.

NECESSITY FOR RETRENCHMENT.

In closing its report the committee would point out that other countries besides Canada realize the necessity of economy in printing. A note which appears in the annual report of the Water Conservation and Irrigation Commission for the State of New South Wales, just received, mentions that:—

“Owing to the high cost of paper, and with a view to reducing the amount of printing, this report contains only the commission’s report and a brief financial statement covering operations during the period under review. The statistics usually supplied with officers’ reports are quoted where found necessary, but the detailed reports of officers are not printed, as formerly.”

In the neighbouring Republic “newsprint” is being used for many government publications, and there is a general reduction in the manuscript of reports. Owing to the necessity for retrenchment in Canada constant vigilance will be required for years to come to keep the printing of the Government departments at Ottawa within reasonable bounds.

Respectfully submitted,

FRED COOK, *Chairman*.

F. C. T. O’HARA,

F. C. C. LYNCH,

Editorial Committee

